

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



March 17, 1975

ALL-COUNTY LETTER NO. 75-57

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: QUARTERLY REPORT ON PUBLIC WELFARE EMPLOYEES (FORM GEN 773) -
CIVIL RIGHTS PROGRAM

REFERENCE:

The 1972 Amendments to the Civil Rights Act impose equal opportunity requirements upon all welfare departments. Implementation of these requirements is covered by regulations for 21 federal departments, including the Department of Labor, Department of Health, Education and Welfare, and the U. S. Department of Agriculture. They are also covered by state regulations and the California Welfare Civil Rights Plan. As a result of these regulations, each welfare department is being required to submit an Affirmative Action Plan in accordance with the guidelines published by the State Merit System Services Unit. Employee utilization analysis, available work force analysis, goals, and timetables are part of the total effort required to prepare your affirmative action program.

To facilitate the preparation of welfare department affirmative action programs, to provide means of assessing equal employment opportunity needs and to measure program accomplishments, a system of collecting data on employees and on persons receiving welfare services is necessary.

The purpose of this letter is to establish an interim employee data collection system. To avoid unnecessary duplication, the data collection forms will use the same format as the Federal Equal Employment Opportunity Commission, Form EEO 4 (State and Local Government Statistical Information Form) which all counties are now required to submit to the Federal Government. The forms were designed with the help of the CWDA Research Committee and Merit System Services and will be utilized until a more comprehensive program is developed in concert with the Department of Health, Merit System Services, and the County Welfare Directors Association.

Effective March 1, 1975, report Form GEN 773 on ethnic origin and second language skills of county welfare employees is to be completed for each quarter, at the close of the quarter. The quarters are March - May;

OBSOLETE

GEN 654 (2/75)

Superseded by

ACL # 77-15

Issued 3-17-77

June - August; September - November; and December - February. The report is to be received by the Program Information Bureau no later than the 15th working day of the calendar month following the end of the quarter. Thus, the first quarterly report for the March - May 1975 quarter will be due June 20, 1975. A small supply of the form is attached for the first reports. The form should then be ordered through regular channels.

The use of Parts B, C, and D of existing Form WP 19.5, "Annual Report - Public Welfare Employees as of June 30," is to be discontinued effective March 1, 1975. Part A of the annual report is still required for collection of data by specific classifications.

Both the reporting requirements and the methods of collecting ethnic and language data have been reviewed for legal sufficiency and we have been advised that the collection of this kind of information on employees, applicants for employment, individuals receiving welfare services, and welfare applicants is not only allowed but is required by federal law. The Department of Benefit Payments and local welfare departments are defined by federal law as "recipients." The Department of Health, Education, and Welfare; Department of Labor; U. S. Department of Agriculture; and other federal agencies are empowered under 42 USC 2000d and 2000d-1 to issue rules, regulations, and orders. Regulations have been issued by HEW, 80.6(b), requiring "recipients" to collect such information and submit compliance reports as determined to be necessary to evaluate "recipients'" performance and to ascertain whether the "recipient" has complied or is complying with the law.

It has been determined that the data requested are necessary for assessing county welfare departments' employment practices, the effect of these practices on minorities, women, and the delivery of welfare services.

It is therefore legally permissible to ask applicants for employment and employees to voluntarily provide ethnic and second language data about themselves. When such individuals refuse to provide these data about themselves it is the responsibility of county welfare departments to make a determination based on visual observation and to record their findings.

Questions regarding this report should be directed to the Information Desk, Program Information Bureau, at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,



DENNIS O. FLATT
Deputy Director

Attachments

cc: CWDA